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Next 2 Page(s) In Document Exempt

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7 February 1955

MEMORANDUM FOR: Training Liaison Officers/DDI
SUBJECT: Course in Intelligence Writing

1. The second course in intelligence writing will be given from 0845 to 1215 daily beginning 7 March and ending 25 March, 1955. (Note change of dates from those given in Catalog of Courses.) Classon will be held in Room 2202 Alcott Hall.

2. The course is offered primarily for DD/I employees with Agency experience of one or more years who have an assignment involving the production of written intelligence. The course is designed to stimulate good habits of thoughtful, self critical intelligence writing. The bulk of the time will be devoted to writing exercises of broad application, such as the abstract, the précis, the summary, and the intelligence memorandum; to such problems as structural organization, diction and editing; and to criticism and discussion of the exercises. There will be several lectures by experienced intelligence officers and selected readings. Writing tasks and reading assignments may be tailored to the experience and needs of individual students.

3. The class is limited to twelve students. Applications in excess of this number will receive priority consideration for subsequent courses.

4. Applications should be submitted to the Registrar, OTR, Room 17, [REDACTED] by the close of business 28 February.

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MATTHEW BAIRD
Director of Training

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